

Message Text

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ORIGIN MMO-04

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A - JTHOMAS
M/DGP - HBARNES

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FM SECSTATE WASHDC
TO ALL DIPLOMATIC POSTS PRIORITY

UNCLAS STATE 003165

FOR AMBASSADOR FROM DEPUTY UNDER SECRETARY FOR MANAGEMENT

E.O. 11652: N/A

TAGS: AMGT

SUBJECT: HIRING LIMITATION

1. FINAL ADMINISTRATION DECISIONS ON THE DEPARTMENT'S
FY 1978-79 BUDGETS HAVE RESULTED IN THE APPROVAL OF 334
ADDITIONAL POSITIONS -- ONE-THIRD TO ONE-HALF FEWER THAN
WILL BE NEEDED FOR THE DEPARTMENT'S HIGHEST PRIORITY
POSITION REQUIREMENTS DURING THE NEXT 21 MONTHS. ACCORD-
INGLY, WE MUST TAKE STEPS TO REDUCE EXISTING AUTHORIZED
POSITIONS BY ABOUT 250 DURING THE CURRENT AND COMING
FISCAL YEARS, PRIMARILY DURING THE NEXT TEN MONTHS.

2. THE FIRST STEP WILL BE TO IMPOSE A STRICT CONTROL ON
ALL HIRING FROM OUTSIDE THE SYSTEM BOTH DOMESTICALLY AND
OVERSEAS. AS OF JANUARY 7, 1978, NO OUTSIDE HIRING OF
FULL-TIME AMERICAN OR LOCAL NATIONALS IS AUTHORIZED WITH-
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OUT THE WRITTEN APPROVAL OF MY OFFICE. WE WILL, OF COURSE,
BE PREPARED TO GIVE IMMEDIATE CONSIDERATION TO AND TO ACT
UPON URGENT REQUESTS FOR NEEDED OUTSIDE HIRES DURING THE
PERIOD. IN THIS CONTEXT WE ARE MINDFUL OF THE NEED TO
MAINTAIN AN APPROPRIATE INFLOW OF KEY CATEGORIES OF
EMPLOYEES -- SECRETARIES, COMMUNICATIONS PERSONNEL AND

JUNIOR FSO CANDIDATES IN PARTICULAR -- IN ORDER TO PREVENT SERIOUS SHORTAGES.DETAILED INSTRUCTIONS WILL FOLLOW SEP-TEL.

3. THE SECOND STEP WILL BE THE ESTABLISHMENT OF A POSITION WORKING GROUP WHICH WILL WORK CLOSELY WITH THE BUREAUS TO GET A DETAILED STATUS REPORT ON OUR WORLDWIDE EMPLOYMENT AND VACANCY SITUATION AS OF JANUARY 6, 1978. I RECOGNIZE THAT THERE ARE A NUMBER OF REASONS FOR VACANCIES (ASSIGNMENT DELAYS, POSITION CLASSIFICATION DELAYS, ETC.), AND I WISH TO ASSURE YOU THAT THE CHARACTER AND DURATION OF EACH VACANCY WILL BE CAREFULLY REVIEWED AND EVALUATED. CERTAIN LONG-TERM AND LOW-PRIORITY VACANT POSITIONS WILL THEN BE ABOLISHED.

4. THE THIRD STEP WILL BE TO DETERMINE HOW MANY ADDITIONAL LOW-PRIORITY POSITIONS MUST BE ABOLISHED IN ORDER TO GET THE ADDED NEW POSITION AUTHORITY NEEDED. EACH BUREAU, AND THROUGH IT EACH POST, WILL BE ASKED TO IDENTIFY ITS ONE OR TWO PERCENT POSITIONS TO WHICH IT ASSIGNS LOWEST PRIORITY. DETAILED INSTRUCTIONS WILL BE FORTHCOMING ON HOW THIS IS TO BE DONE, BUT IT CAN BE ANTICIPATED THAT ALL POSITIONS, AMERICAN AND LOCAL, SENIOR TO JUNIOR, WILL NEED TO BE REVIEWED IN THE PROCESS.

5. I WOULD LIKE TO EMPHASIZE THAT THE PROCEDURES INSTITUTED HERE DO NOT CONSTITUTE A FREEZE ON HIRING. WE
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LEARNED FROM THE EXPERIENCE LAST SPRING THAT ANY SUCH FREEZE IMPOSES SEVERE DISLOCATIONS AND PERSONS IN THE EMPLOYMENT PIPELINE DO NOT REMAIN THERE UNDER SUCH CIRCUMSTANCES. WE WILL MAKE EVERY EFFORT TO EXPEDITE ACTIONS ON EXCEPTIONS AS INDICATED ABOVE. WHAT WE HAVE GOT TO ACQUIRE, HOWEVER, AND KEEP CURRENT IS INFORMATION AND CONTROL AT A CENTRAL LOCATION OF AUTHORIZED POSITIONS AND THIS CAN ONLY BE DONE UNDER THE DECENTRALIZED HIRING PRACTICES NOW IN EFFECT BY THE STEPS WE HAVE OUTLINED ABOVE. WE WILL EASE AND LIFT THE CONTROLS IMPOSED HERE JUST AS SOON AS POSSIBLE, AND BUREAUS AND POSTS CAN FACILITATE THAT PROCESS BY EXPEDITIOUS HANDLING OF THE INFORMATION THAT IS REQUESTED. CHRISTOPHER

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